



Portsmouth, Virginia Police Department

General Orders Manual

Accountability, Issuance, and Control of City Property		ADM	42
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Supersedes:	N/A		

APPROVED: Phillip L. Ash, Jr. Chief of Police

PURPOSE: The purpose of this order is to establish procedures to insure the proper issuance and control of all city property.

POLICY:

1. The Support Division Commander shall be responsible for control, accounting and issuance of all property.
2. All commanders will be responsible for property assigned to their particular division or bureau.
3. All individuals will be responsible for the proper care, utilization, control, and turn in of all property issued to them.

PROCEDURE:

1. Definition: City owned property shall include any item which has an expected useful life of more than one year, and which has been acquired by purchase, (whether by city, state, or federal funds.), by gift, constructed by City employees, or by transfer from another department.
2. The Support Division Commander has the primary responsibility for accountability, issuance, and control of property and may delegate this.
3. The Property and Evidence Commander or his delegate shall be responsible for issuance, inventory, and control of all property.
4. The Support Division Commander is charged with the responsibility for the purchase or requisition of property for Portsmouth Police Department use. No property will be purchased without his prior approval, or the approval of the Chief or Assistant Chief.
5. An inventory will be conducted quarterly (January 1, April 1, July 1, and October 1) in order to maintain an accurate accounting of property.
 - A. The Property and Evidence Officer shall require the inventory clerk to prepare a quarterly inventory work sheet on acquisitions, deletions and changes in information pertaining to property to be submitted to the City Purchasing Department.
 - B. A duplicate of this work sheet will be kept on file for two years in the Property and Evidence office.
 - C. After the worksheet has been submitted to the City Purchasing Department, the inventory clerk will receive a quarterly property computer printout.
 - D. The inventory clerk will review the printout for any discrepancies and notify the Property and Evidence Officer of any discrepancies.
 - E. The computer printouts will be kept on file for two consecutive quarters.
6. All property delivered to the police department will be inventoried by the Property and Evidence Office to determine quantity and quality. The Property and Evidence Office will not accept any property not meeting requisition specifications or any damaged property without prior approval of the Support Division Commander.

7. All persons issued property will be responsible for the proper maintenance, utilization, and turn in of the property.
8. Property issue records of the Property and Evidence Office will show date, type, quantity, signature of person receiving, and bureau to which assigned.
9. Uniform and uniform accessory issue records of the Property and Evidence Office will show name, rank, height, weight, type, size, or serial number, quantity, and initials of person receiving. Uniform turn in records of the Property and Evidence Office will show type, returned, reissued, reason, date, initials, name, and rank.
10. All persons issued uniforms or uniform accessories will, upon termination of employment, return all property to the Property and Evidence Office within 5 days of termination of employment. (This includes auxiliary police officer.) Whenever an employee terminates employment and fails to return city owned property, the Property and Evidence Office will take action to recover the property.
11. All damaged property will be reported to the Property and Evidence Office.
12. Anyone moving property from one location to another within the building or outside the building will notify the Property and Evidence Office.
13. Anyone desiring to dispose of property must notify the Property and Evidence Office and complete a request for property disposition form. The Property and Evidence Office will obtain necessary approval and the form will be submitted to the Purchasing Department. A copy of the request will be kept on file for at least two years.
14. Requests for the acquisition of property requiring purchase or construction will be made to the Property and Evidence Commander who will coordinate the request with the Support Division Commander. All newly acquired or constructed property will be reported to the Property and Evidence Office.